

FOLDING PLANS

Plans should be transmitted folder letter size. The method of folding shall be accordion fashion, starting the first fold 8 1/2 inches from the left edge. Subsequent folds should be somewhat narrower, leaving a margin at the left for fastening to accompanying correspondence or binding in files. The right edge should end at the extreme right and front side up. This may necessitate making the last few folds smaller.

If the folded print is then more than letter size (11 inches) in height, the print shall be folded in the other direction so that it can be identified by its title without unfolding.

Prints should be attached to letters so that removing staples will not be necessary to unfold prints.

